



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 5, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 20, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE IV Program Analysis Engineer
Region 4/District 7/Program Development
Highways
Effingham

Attachments
40706

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 20, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineering IV	Salary Range:	\$5,800 - \$9,230
Position Title:	Program Analysis Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-57-302-00-01	IPR#:	40706

Office/Central Bureau/District/Work Address:

Division of Highways/Region 4/District 7/Bureau of Program Development/400 W. Wabash Avenue, Effingham, IL

Description Of Duties:

This position is responsible for developing and monitoring the District's Annual and Multi-Year Highway Improvement Programs in an efficient and cost effective manner with due regards to the sensitivities of public needs and goals. In addition, this position oversees GIS/mapping assistance for district staff.

Special Qualifications:

The following criteria is required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional travel

The following criteria is desired:

- Six years' experience in civil engineering including four years of supervisory responsibility of which three years should be in the specific area of highway
- Extensive knowledge of the principles and practices of civil engineering and Geographic Information Systems
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and written communication and organizational skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 1, 2015	POSITION:	Program Analysis Engineer
APPROVED BY:	<i>Roger Driskell</i>	OFFICE/DIVISION:	Highways/District 7/Program Development
CODE:	PW114-23-57-302-00-01	REPORTS TO:	Program Engineer

POSITION PURPOSE:

This position is responsible for developing and monitoring the District's Annual and Multi-Year Highway Improvement Programs in an efficient and cost effective manner with due regards to the sensitivities of public needs and goals. In addition, this position oversees GIS/mapping assistance for district staff.

DIMENSIONS:

Annual programs:	\$50-\$100 million 50-100 projects analyzed
Multi-year programs	\$250-\$500 million 200-500 projects analyzed
Estimates:	50-100 annually

NATURE AND SCOPE:

This position reports to the Program Engineer Reporting to this position is a Geographic Information System (GIS) Coordinator.

This position is technical and managerial in nature. Managerial skills are necessary to schedule work assignments within the unit to result in the successful and timely completion of a proposed Annual and Multi-Year Program (MYP). The incumbent must travel throughout the District to coordinate the scope of work with Program Development personnel, other bureaus and public officials. This position is responsible for monitoring the annual program to ensure its timely completion and to coordinate this data within the District and with the Central Division of Highways and the Office of Planning and Programming.

Typical problems include effective coordination in the Bureau of Program Development to maintain accurate and up to date data in the Program Planning System (PPS). The greatest challenge of this position is to propose a MYP which addresses the goals of the public and the Department which is fiscally constrained within our financial resources.

Functions personally performed by the incumbent involve leading the scoping activities of all planned improvements to ensure the appropriate scope of work is planned and preparing an engineering cost estimate. The incumbent is indirectly involved in the review and monitoring of planning and design processes of each project in order to effectively coordinate the proposed program from inception to funding obligation. S/He oversees district mapping need, including GIS issues.

The incumbent operates within the guidelines of the Multi-Year Program Guide, Manual of Policies and Procedures, Design Manual, Highway Capacity Manual, Highway Standards, Standard Specifications for Road and Bridge Design, Procedure Memoranda and other guidelines established by the Office of Planning and Programming. S/He is constrained by applicable state and federal guidelines.

The incumbent has internal contacts with the other sections in Program Development and with the Bureaus of Operations, Implementation and Local Roads. Principal contacts outside the department are with the Office of Planning and Programming, local highway officials, and public officials. Travel is occasionally required.

The effectiveness of this position is measured by the accuracy, completeness, and timely submission of program data as required maintaining the PPS computer files.

PRINCIPAL ACCOUNTABILITIES:

1. Coordinates the scoping activities and prepare engineering cost estimates.
2. Coordinates data necessary to maintain up to date records in PPS.
3. Coordinates the status of the annual and multi-year program data internally and with the Office of Planning and Programming.
4. Coordinates the oversight of district GIS/mapping projects
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.